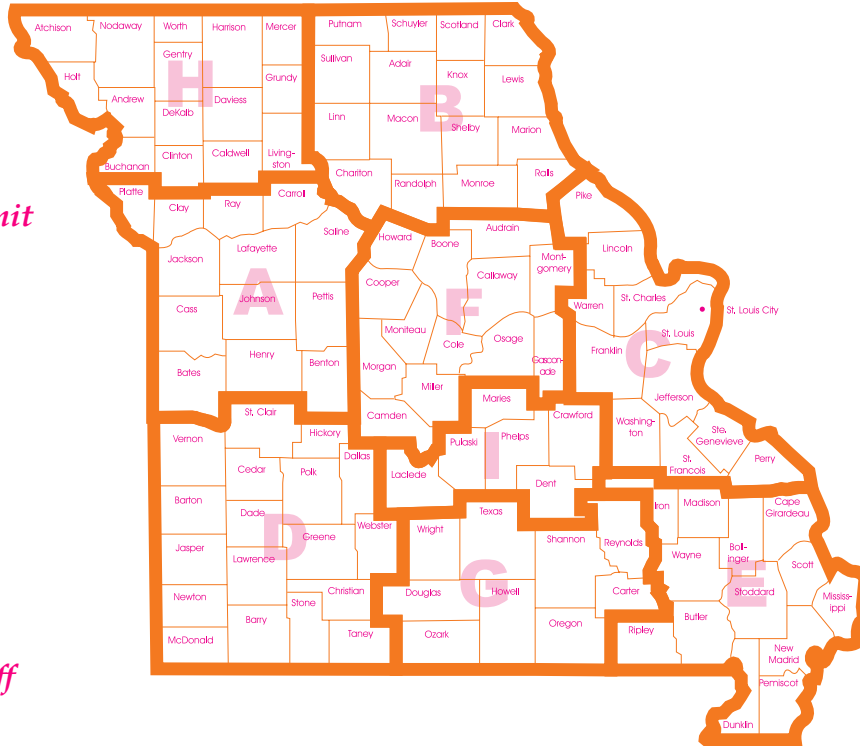


Geographical Locations

The Missouri State Highway Patrol has nine troop headquarters, three service centers, and General Headquarters located throughout the state. Listed below are the locations of these offices:

- **GHQ – Jefferson City**
(573) 526-6117 or
(800) 796-7000
- **Troop A – Lee's Summit**
(816) 622-0800
- **Troop B – Macon**
(660) 385-2132
- **Troop C – St. Louis**
(314) 340-4000
- **Troop D – Springfield**
(417) 895-6868
- **Troop E – Poplar Bluff**
(573) 840-9500
- **Troop F – Jefferson City**
(573) 751-1000
- **Troop G – Willow Springs**
(417) 469-3121
- **Troop H – St. Joseph**
(816) 387-2345
- **Troop I – Rolla**
(573) 368-2345



*For further employment information
please contact:*

General Headquarters
Missouri State Highway Patrol
Human Resources Division
1510 East Elm Street
Jefferson City, MO 65101
(573) 526-6117 or (800) 796-7000
www.mshp.state.mo.us

For the Missouri State Highway Patrol headquarters
nearest you, consult your local directory.

Meth Hotline
1-888-823-METH (6384)

Emergency Assistance
1-800-525-5555
or Cellular *55

Road Conditions
1-800-222-6400
or (573) 526-8828



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*The Missouri State Highway Patrol is an equal
opportunity affirmative action employer.
Male/Female*



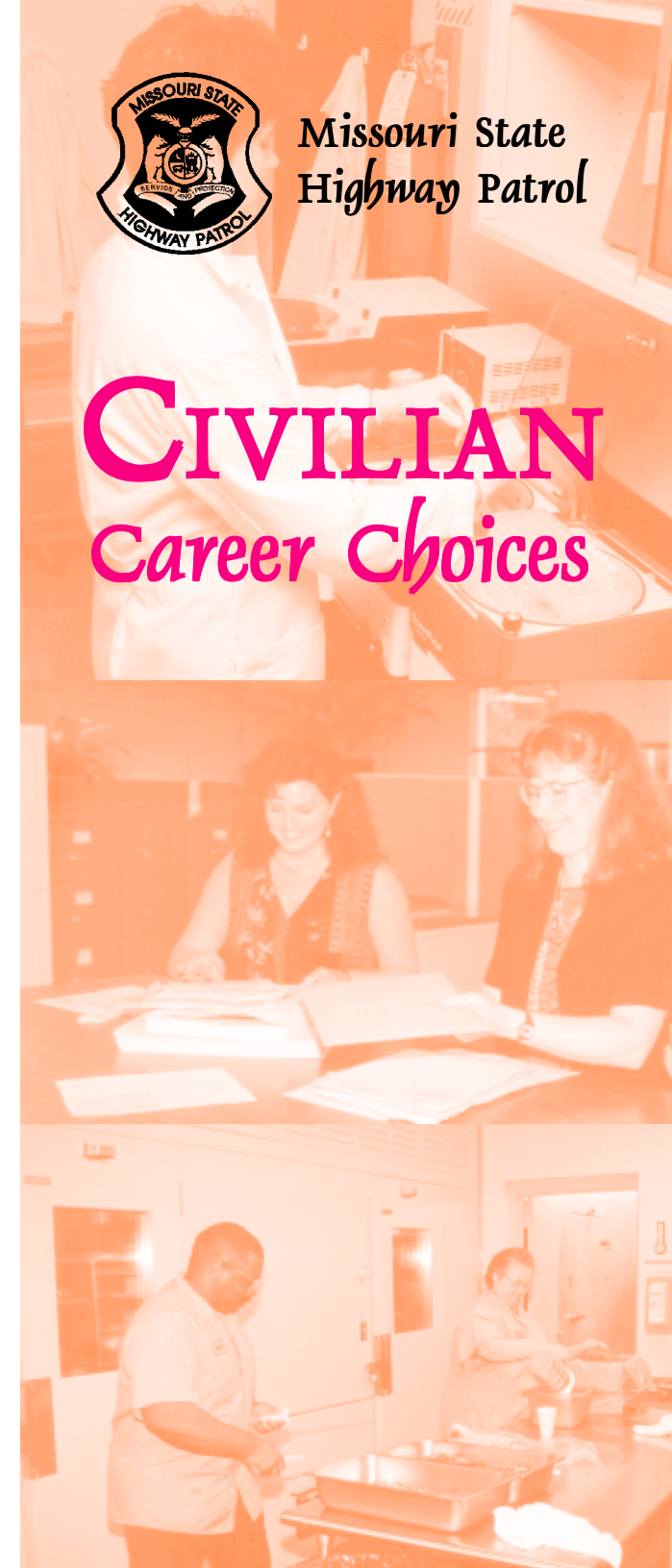
An Internationally Accredited Agency

SHP-837 9/2000



**Missouri State
Highway Patrol**

**CIVILIAN
Career Choices**



This brochure is to provide individuals interested in a civilian career with the Missouri State Highway Patrol detailed information pertaining to the many civilian positions the Highway Patrol has to offer. Additionally, this brochure will provide guidance on proper application procedures for each job class.

Positions Not Requiring A College Degree

Clerical—In addition to minimum requirements stated below, applicants must possess a high school diploma or a GED and be a resident of Missouri. Positions available under this section include:

Clerk, Clerk-typist, Data entry operator, AFIS entry operator

Stenographer

Minimum Qualifications: Ability to type 50 words per minute with 10 errors or less, take shorthand at a rate of 60 words per minute.

Secretary

Minimum Qualifications: Ability to type 65 words per minute with 10 errors or less, take shorthand at a rate of 80 words per minute.

Technical—In addition to minimum requirements stated below, applicants must possess a high school diploma or a GED and be a resident of Missouri. Positions available under this section include:

Account clerk, Personnel records clerk, Laboratory evidence technician, Computer operator trainee

Buyer

Minimum Qualifications: Requires three years of responsible procurement experience.



Photographer

Minimum Qualifications: Requires three years experience and one year of formal training.

Fingerprint technician

Minimum Qualifications: Requires two years experience as an AFIS entry operator.

Fleet control clerk

Minimum Qualifications: Requires three years experience in an automotive environment.

Quality control clerk

Minimum Qualifications: Requires two years experience as a data entry operator or AFIS entry operator.

Automotive—Positions available under this section include:

Automotive technician

Minimum Qualifications: Successful completion of the eighth grade and a two-year auto mechanic course or two years experience where the primary responsibility is automotive maintenance/repair.

Equipment mechanic

Minimum Qualifications: Successful completion of the eighth grade and two years practical welding experience and one year practical experience in the repair/maintenance of small engines.

Equipment technician

Minimum Qualifications: Successful completion of the eighth grade.

Maintenance—Positions under this section include building and grounds maintenance, painter, electrician, scale maintenance technician, and plant maintenance technician. The minimum qualifications for these positions vary.

Other—The Missouri State Highway Patrol offers other positions such as food service helper and housekeeper. The minimum qualifications for these positions is completion of the eighth grade.



Positions Requiring A College Degree

The following positions available with the Missouri State Highway Patrol require the applicant to have a college degree in the area of the position. Accountant, audio-visual technician, criminalist, computer information technologist, criminal history improvement coordinator, forms analyst, personnel analyst, programmer, public information specialist, research analyst, and staff artist. These positions are primarily available at General Headquarters, located in Jefferson City. The satellite labs in Macon, Park Hills, Carthage, Willow Springs, and St. Joseph have one criminalist position at each location.

Application Information

The Missouri State Highway Patrol utilizes the screening services of the Missouri Department of Economic Development Division of Workforce Development statewide to prescreen applicants for positions not requiring a college degree. Individuals interested in these positions should contact their local Workforce Development office and register with an employment technician. An individual may contact any troop headquarters or General Headquarters to inquire about vacancies that may be available within these areas of work.

Individuals possessing a college degree may complete a Missouri State Highway Patrol Pre-employment Statement (official application) at General Headquarters or at Troop Headquarters and request consideration for any position in which the applicant may be interested. The Missouri State Highway Patrol requires applicants to submit transcripts for each college or university attended and a



current resume when completing the Pre-employment Statement. An application may be obtained by contacting the Missouri State Highway Patrol Human Resources Division, 1510 East Elm Street, Jefferson City, Missouri 65101, (573)526-6117 or (800)796-7000.

Posting Procedures

All civilian vacancies are posted for 10 working days at the Missouri Department of Economic Development Division of Workforce Development, each troop headquarters, and General Headquarters. Occasionally, positions are placed in the Sunday edition of local newspapers, or look for them on the Missouri Works website (www.works.state.mo.us), and the Missouri Department of Public Safety website (www.dps.state.mo.us).

Screening Procedures

When a vacancy closes, all applicants who meet the minimum qualifications will be reviewed by representatives from either the Division of Workforce Development, troop headquarters, or General Headquarters, depending on where the vacancy exists. The applicants are evaluated against the specific qualifications and requirements for the vacant position. Often, many applicants meet the minimum qualifications; therefore, the applicants must be reviewed and consideration given to specific knowledge, skills, and abilities.

Interview Process

Individuals selected for interviews will undergo a panel interview. This interview panel normally consists of three board members and a facilitator. The interview takes approximately 30 to 45 minutes to complete.